BY ORDER OF THE COMMANDER
939TH RESCUE WING

939th RESCUE WING INSTRUCTION 31-201

21 February 1996

Security Police

ARMORY ROOM OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 31-2. It also establishes procedures and controls for the operation of the 939 RQW armory located in Building 365. This instruction applies to 939 RQW personnel (military and civilian) having control or access to the armory within the 939 RQW, Portland International Airport, Oregon. Reference material: AFI 31-201, AFI 31-207, AFI 31-209, AFI 91-201, AFI 31-101, and 939 ARWR 125-2.

SUMMARY OF REVISIONS

This revision deletes the alarm status and eliminates the requirement to test duress alarm upon entering the armory; duress alarm test is done quarterly.

1. Responsibility:

1.1. The wing/unit security manager is responsible for ensuring that personnel comply with procedures as set forth in this instruction and other applicable directives.

1.2. All personnel involved in any manner with weapon issue or turn-in, will report any safety or security violations immediately to the wing security manager, unit security manager, and the 142nd Security Police Flight (SPF).

1.3. Only designated 939 RQW personnel will have direct access to the 939 RQW armory. These designated personnel will be listed on an access letter authorized by the 939 RQW Commander (CC) or his/her designated representative.

1.4. All assigned armory monitors and armorers will be responsible to know and comply with the provisions of this instruction.

2. Definitions:

2.1. Armory Monitor. An authorized individual designated in writing to receipt for keys to open and close the 939 RQW armory in accordance with established procedures.

2.2. Armorer. An authorized individual designated in writing to issue weapons to other authorized personnel and to be in the armory unescorted.

2.3. Clearing Barrel Supervisor. A responsible individual having knowledge of the proper clearing procedures, supervises the clearing of firearms (reference AFI 31-207).

3. Special Instructions:

3.1. Security Container Access. Upon accessing security containers, the armory monitor will ensure that the Standard Form 702, Security Container Check Sheet has been properly annotated before proceeding.

3.2. Key Control:

3.2.1. Keys to the armory will be maintained in an approved security container in Building 365. Armory monitors requiring entry to the armory will draw the keys from the security container in Building 365. Keys stored under seal in the wing security managers area will be used only in case of a life-threatening or national emergency. Authorized personnel will be designated in writing by the 939 RQW/CC or the wing security manager.

3.2.2. An AF Form 2432, Key Issue Log, will be used to record all key issues and turn-ins.

3.2.3. Keys to the armory door will not be kept on the same key ring as the keys to weapons racks. Keys will be maintained on extra large ring and chain to preclude placement in pockets.

3.3. Room Security:

3.3.1. The armory door will be kept under lock at all times when personnel are not performing duties inside. If for some reason the door cannot be secured and/or alarm system fails. an armed guard will be posted at the door until the situation can be corrected.

3.3.2. At no time will be armory be left unattended, unless an armed guard is present and within the close proximity (in sight of the armory door). At all other times, the armory door will be locked and the alarm system will be placed in the alarm mode.

4. Procedures. The following listed procedures will be followed with strict compliance for all openings of the 939 RQW armory:

4.1. The armory monitor will be armed prior to entering arms vault.

4.2. The armory monitor will receipt for the armory keys using proper issue and recording procedures.

4.3. The armory monitor will then notify the 142 SPF law enforcement desk (LED) that he/she will be entering the armory. The LED will then ask the armory monitor for the access code before granting authority for the opening. The armory monitor will have three (3) minutes from the time of LEDs contact until the door must be opened.

4.3.1. After the door is opened, the armory monitor will then inspect all weapons and ammunition containers to ensure that they are secured. Discrepancies will be reported to the wing and unit security manager immediately and an investigation will be conducted.

4.3.2. After ascertaining the security of all arms and ammunition, the armory monitor will begin issuing necessary weapons and ammunition to assigned personnel and armorer.

4.3.3. Weapons will be issued utilizing AF Form 629, Small Arms Hand Receipt; AF Form 1297, Temporary Issue Receipt; or a general purpose form (overprinted) may be used, provided all the required data and date of issue are documented on the form.

4.3.4. Weapons will not be issued to any individual until the armorer verifies that responsible clearing barrel supervisor is present.

4.3.5. All weapons issued will first be cleared by the armorer in the following manner:

4.3.5.1. M-16 /GUU-5P. Place the muzzle of the weapon into the clearing barrel located inside the armory. Lock the bolt to the rear, visually inspect the chamber, and ensure the weapon is on the safe position. Hand the weapon through the issue window, muzzle elevated.

4.3.5.2. 12 Gauge Shotgun. Place the muzzle of the weapon into the clearing barrel located inside the armory. Lock breach bolt to the rear and ensure chamber is empty, and ensure the safety is in the safe position. Hand the weapon through the issue window, muzzle elevated.

4.3.5.3. .38 Revolver. With the muzzle of the weapon pointed into the clearing barrel located inside the armory, keeping fingers out of the trigger guard, open the cylinder and visually inspect the chambers. Hand the weapon through the issue window, butt first, muzzle elevated and cylinder open.

4.3.5.4. M9 and 45 Caliber Pistols. Ensure the magazine is out of the weapon, place the muzzle of the weapon into the clearing barrel inside the armory. Lock the slide to the rear. Inspect the chamber for a round of ammunition. Hand the weapon through the issue window, butt first with muzzle elevated and locked to the rear.

4.3.5.5. M60 and M60D Machine Gun. Place muzzle of the weapon into the clearing barrel located inside the armory. Take the safety off and pull charging handle to rear position, locating bolt to the rear, place safety to safe. Open cover and inspect to ensure no rounds are in the chamber. Hand weapon through the issue window muzzle elevated.

4.3.6. After all weapons and ammunition have been issued and prior to assuming other duties, the armorer will:

4.3.6.1. Make a written inventory accounting for all weapons and ammunition stored in the armory.

4.3.6.2. Report discrepancies to the unit and wing security manager.

4.3.6.3. Ensure that the armory is kept clean and orderly at all times. Housekeeping will be accomplished prior to departing the armory.

4.4. The armory monitor prior to departing the armory will ensure that all weapons and ammunition are properly secured and accounted for.

4.5. The armory monitor will then notify the 142 SPF LED that he/she will be securing the armory. The LED will then ask the armorer for the access code before granting authority for securing the armory.

4.6. The armory monitor will then secure the door to the armory and reset the alarm system.

4.7. Immediately after resetting the alarm system LED will verify that a valid set has been accomplished.

4.8. Keys to the 939 RQW armory will be returned to the security container in Building 365 and proper annotation of AF Form 2432 and Standard Form 702 will be made after turning in the keys.

4.9. Exact procedures for turning on the alarm system and resetting it again, along with location and operation of the inside duress system, is to be explained by the control area monitor or the alternate control area monitor of the armory and only to those personnel requiring such information. No other personnel will be appraised with this sensitive information.

5. Additional Information:

5.1. Visiting personnel may be escorted into the armory be personnel listed on the entry authority list. A need to enter, however, must be established prior to granting access into the armory.

5.2. Emergency access:

5.2.1. In case of a life-threatening emergency inside the armory and the armorer is unable to open the door, due to illness or injury, access to the armory will be made by use of the alternate keys stored in wing security manager's area.

5.2.2. In case of a life-threatening emergency or national emergency when no armory monitors are available, the following procedures will be in effect:

5.2.2.1. The 939 RQW/CC or wing security manager will appoint an individual to have access to the armory and contact the 142 SPF.

5.2.2.2. The alternate key stored in the wing security manager's area will be used.

5.2.2.3. The 142 SPF LED will be notified and a patrol will be dispatched to standby while the armory door is opened or closed.

5.3. The governing fire symbol is "4" for small arms ammunition stored in the armory. Personnel limits are two operators and two visitors.

PAUL RICK DAVIS,   Colonel, USAFR
Commander